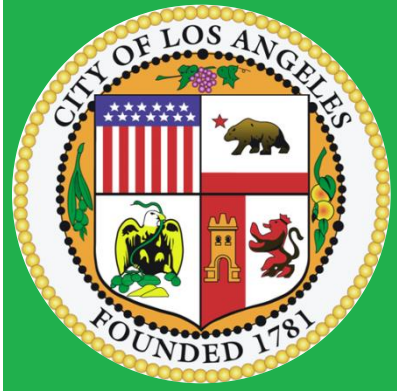


# LOS ANGELES MUNICIPAL CODE 63.44 STANDARD OPERATING PROTOCOLS

DEPARTMENT OF RECREATION AND PARKS



*NOVEMBER 2018*



**PARK PROUD LA**



LOS ANGELES MUNICIPAL CODE 63.44  
STANDARD OPERATING PROTOCOLS  
DEPARTMENT OF RECREATION AND PARKS

MICHAEL A. SHULL,  
General Manager, Department of Recreation and Parks

Signature: 

Date: 11/2018

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## **INTRODUCTION**

The Department of Recreation and Parks is responsible for the maintenance of Parks and Beach Parks owned, managed or maintained by RAP. Parks and Beach Parks should be accessible and available to residents and the public at large for their intended recreational uses. To maintain Parks and Beach Parks in clean, sanitary and accessible conditions, to prevent harm to the health or safety of the public, to prevent the misappropriation of Parks and Beach Parks for personal use, and to promote the public health and safety, the City recently made amendments to the City of Los Angeles Municipal Code (LAMC) 63.44 to regulate personal property storage in Parks and Beach Parks.

These protocols outline the operating guidelines, designation of tasks, and scope of work for regulating the removal of stored personal property from Parks and Beach Parks and the allowance for the impoundment of such property, after the provision of notice, as provided for in LAMC 63.44.

## **BACKGROUND**

LAMC 63.44 regulates storage of property on the City's public Parks and Beach Parks. The Ordinance's Declaration of Legislative Intent states, in part, that the unauthorized use of Parks and Beach Parks for the storage of personal property interferes with the rights of other members of the public to use Parks and Beach Parks for their intended recreational uses. The purpose of LAMC 63.44 is to maintain Parks and Beach Parks in clean, sanitary and accessible condition for all.

## **CITY ATTORNEY REVIEW**

The City Attorney's Office has reviewed the following LAMC 63.44 protocols for conformity with the Ordinance and subsequent amendments.

## METHODOLOGY & PROCEDURES

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### **PROCEDURE #1 – Illegal Dumping**

Department of Recreation and Parks (RAP) Park Ranger Division, Communication Center receives referrals and service requests to remove illegal dumping and address sanitary conditions of Parks and Beach Parks involving discarded personal property throughout the City. Referrals may be submitted to RAP by Council Offices, the Mayor's Office, LAPD, Neighborhood Councils, 311 Call Center, governmental agencies, businesses, business improvement districts, and the general public.

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**LEAD DEPARTMENT:** RAP

**SECONDARY SUPPORT:** UNIFIED HOMELESS RESPONSE CENTER (UHRC)

#### *Illegal Dumping Service Request*

*Step #1* – Reports of illegal dumping with an unidentified responsible party shall be immediately directed to RAP Maintenance Division for scheduled removal. If hazardous materials are suspected, the report will be referred to an RAP Park Ranger for further assessment.

*Step#2* – Illegally dumped items in Parks and Beach Parks shall be removed by RAP Maintenance Division.

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## **PROCEDURE #2 – Bulky Items**

### **A. LAMC 63.44.B.26(b)(1), (c); 63.44.I.13(b)(1), (c) Bulky Items**

Bulky items are defined as any item that is too large to fit in one of the City's 60 gallon trash containers with the lid closed, including, but not limited to, a mattress, couch, chair or other furniture or appliance. Bulky Item does not include a portable, collapsible picnic chair or table.

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**LEAD DEPARTMENT:** RAP

**SECONDARY SUPPORT:** UHRC

#### *Bulky Items*

*Step #1 – Identification or referral of an LAMC 63.44 defined Bulky Item. Note: LAMC 63.44.B.26(f)(4) and 63.44.I.13(f)(4) allows immediate removal and discarding of non-permitted bulky items from parks and beach parks without pre-removal or post-removal notice. Non-electronic bulky items may be disposed as trash or rubbish. Electronic bulky items which fall under the classification of E-waste (a universal waste) shall be specifically disposed of in accordance with 40 CFR.*

*Step #2a - **Unattended** bulky items placed in Parks and Beach Parks may be removed immediately by City Employee in accordance with LAMC 63.44.B.26.(f)(4) and 63.44.I.13(f)(4).*

*Step #2b – For the removal of **Attended** bulky items, RAP will work with the individual(s) to allow for the removal of the items. If the person(s) is physically or mentally-impaired and incapable of effectuating the removal of the item(s), Unified Homeless Response Center will be contacted to assist.*

*Step #2c - Bulky Items that are **Attended** or associated with other Personal Property in Parks and Beach Parks shall be assessed for unsafe/unsanitary conditions by a RAP Park Ranger prior to removal. If the bulky item is identified as a health and safety hazard, the RAP Park Ranger shall follow Procedure #5 (Health & Safety Hazards).*

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### **PROCEDURE #3 – Removal/Clean-Up of Stored Personal Property**

LAMC 63.44 provides that the City may remove Stored Personal Property that is placed in any Park or Beach Park. RAP will remove and impound Stored Personal Property, whether Attended or Unattended, in accordance with this procedure.

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**LEAD DEPARTMENT:** RAP

**SECONDARY SUPPORT:** UHRC

**ENFORCEMENT AUTHORITY** (In addition to local & State codes)

LAMC 63.44.B.26.(f) and 63.44.I.13.(f) Removal of Stored Personal Property;  
Discarding of Stored Personal Property.

*Personal Property remaining in a Park or Beach Park after the daily closure of the Park or Beach Park shall be deemed Stored Personal Property. If Personal Property is determined to be Stored Personal Property prior to the daily closure of a Park or Beach Park, RAP Park Rangers shall document the reasons why such Personal Property is determined as Stored. The following protocol shall apply to the removal/clean-up of Stored Personal Property:*

**Step #1 – AFTER VERIFICATION OF TYPE OF SERVICE REQUEST AND ITS LOCATION:** RAP Park Rangers will update the Service Request on the LA PARKS Management System as necessary:

1. Type of Service Request;
2. **Description** of the Personal Property or homeless encampment(s), including photographs of the Personal Property or encampment;
3. **Specific Location within Park** and to include GPS coordinates (or closest address);
4. Additional location description (i.e. Northside of swimming pool, northeast corner of park, etc.),
5. Check off the “Initiate Clean-Up Authorization”

**\*\*** If the removal/clean-up of Stored Personal Property involves the clean-up of a Homeless Encampment, RAP shall follow **Procedure #4** for obtaining authorization for Homeless Encampment clean-up and RAP Park Rangers shall verify the approval of the authorization. Once verified, RAP Park Rangers shall coordinate and proceed in completing the remaining steps of this Procedure #3.



*Step #2* - RAP UHRC Representative will coordinate scheduling.

*Step #3* - **PRE-REMOVAL NOTICING**: A pre-removal notice must be provided, via sign (in conformance with LAMC 63.44.B.26.(g) and LAMC 63.44.I.13.(g)) or posted paper notice (See Appendices 1 and 2) at the removal/clean-up location a minimum of 24 hours in advance of the removal/clean-up date/time. If a paper notice is posted, it shall be photographed by RAP Park Rangers to document the notification of the pending removal/clean-up.

*Step #3* – “Authorization Pin” for Involuntary Storage will be the service request number

*Step #4* – **REMOVAL/CLEAN-UP**:

*Step #4(a)*: Prior to commencing the removal/clean-up, if RAP Park Rangers are made aware that there is no available capacity for involuntary storage, RAP Park Rangers will not proceed with the removal of Stored Personal Property.

*Step #4b)* – If, at the time of arrival, it is raining and/or the temperature is below 50 degrees Fahrenheit, RAP Senior Park Ranger II shall consider whether to continue or postpone the removal/clean-up.

*Step #4(c)* - City crews from RAP Park Rangers and RAP Maintenance Division shall meet at each removal/clean-up location and conduct a safety meeting. RAP Park Rangers shall be the lead agency for the removal/clean-ups, including closing that portion of the Park or Beach Park necessary to effectuate the removal/clean-up. RAP Park Rangers will provide site security for the removal/clean-up teams. All individuals in the clean-up area will be given up to **15 minutes** to take their Stored Personal Property and vacate the area. If the person(s) is physically or mentally-impaired and incapable of effectuating the removal of their Stored Personal Property, URHC will be contacted to assist.

*Step #4(d)* – RAP Park Rangers shall inspect all property left in the removal/clean-up area for health and safety hazards. Health and safety hazards, shall be documented, removed, and transported to an authorized disposal facility by RAP in accordance with Procedure #6 (Health & Safety Hazards). If RAP Park Rangers comes across an unknown hazardous material, they will call LASAN for assistance at (800) 974 – 9794 and ask to speak to the Senior Duty Officer. RAP Park Rangers will remove any

weapons and ammunition. LAPD will remove any explosives. The health and safety hazards shall be documented on the Hazard Determination sheets by RAP Park Ranger staff (See Appendix 4).

*Step #4(e)* – A Designated RAP Employee may remove **UNATTENDED** Stored Personal Property in the removal/clean-up area only if it complies with the following procedure:

- 1) A Pre-Removal Notice is provided by a sign (in conformance with LAMC 63.44.B.26.(g) and LAMC 63.44.I.13.(g) or a posted paper notice (Appendix 2) and posted a minimum of 24 hours before scheduled removal/clean-up.
- 2) Written or photographic evidence shall be prepared documenting the general description and location of the Stored Personal Property;
- 3) The Stored Personal Property shall be bagged and tagged for identification purposes;
- 4) The Stored Personal Property shall be delivered to a 90 day involuntary storage facility.

*Step #4(f)* – A Designated RAP Employee may remove **ATTENDED** Stored Personal Property in the removal/clean-up area only if it complies with the following procedure:

- 1) A Pre-Removal Notice was provided by a sign (in conformance with LAMC 63.44.B.26.(g) and LAMC 63.44.I.13.(g) or a posted paper notice (Appendix 2) and posted a minimum of 24 hours before scheduled removal/clean-up;
- 2) If pre-removal notice was provided by posted paper notice, then the removal shall occur no less than 24 hours after the posting of the paper Pre-Removal Notice;
- 3) Individuals can voluntarily dispose of any items with RAP;
- 4) RAP may provide a bag or other container capable of containing 60 gallons worth of Stored Personal Property to the owner of the Stored Personal Property;

- 5) RAP Park Rangers shall direct the owner that he or she will have up to 15 minutes to place up to 60 gallons worth of Stored Personal Property into the bag or container;
- 6) If the owner refuses to or does not place Stored Personal Property into the container within the 15-minute period, RAP shall remove all such Stored Personal Property in accordance with the procedures set forth above for removal/clean-up of **UNATTENDED** Stored Personal Property.

*Step #4(g)* - If an individual fails to comply with RAP Park Rangers directive, or willfully resists, delays, or obstructs a Designated RAP Employee from moving, removing, or impounding Stored Personal Property, RAP Park Rangers will proceed within their established Departmental protocols.

*Step #4(h)* - If an individual is physically impaired and the impairment limits compliance with a RAP Park Ranger's directives regarding LAMC Section 63.44, a Designated RAP Employee utilizing personal protective equipment may assist the individual with compliance or may contact Unified Homeless Response Center to assist.

If an individual is mentally impaired and incomprehensible, and the impairment makes compliance with instructions from a RAP Park Ranger regarding LAMC Section 63.44 not possible, RAP Park Ranger shall contact UHRC for assistance.

RAP Park Rangers shall assess items to be removed due to unsafe/unsanitary conditions. If there are unsafe/unsanitary conditions, the RAP Park Ranger shall follow Procedure #5 (Health & Safety Hazards).

*Step #5 -- POST-REMOVAL NOTICING:* A Post-Removal Notice (Appendix 3) shall be left at the place from which Unattended Personal Stored Property was removed, or provided to the owner of the Attended removed Stored Personal Property if the owner was present.

*Step # 5(a)* – If at any time, a City Employee believes that an individual poses a danger to himself, herself or another, including a danger to the City Employee, the City Employee shall request assistance from RAP Park Rangers.

*Step #5(b)* - RAP (or designated contractor) may disinfect removal/clean-up areas with a sprayed solution of bleach and water that meets Center for Disease Control standards for disinfection.

*Step #6 – **DOCUMENTATION**:* RAP Park Rangers shall document and photograph removal/clean-up activities in the LA Parks Management System. Any human waste removal and disposal by RAP will require the completion and signature of a non-infectious certification form by RAP Park Rangers (Appendix 5).

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#### **PROCEDURE #4 – Authorization for Homeless Encampment Clean-up**

Upon data entry, a Homeless Encampment clean-up authorization number is created and assigned to the designated location. The following process must be completed in order to obtain full approval and authorization to commence the clean-up operation.

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**LEAD DEPARTMENT:** RAP

**SECONDARY SUPPORT:** UHRC

#### *Homeless Encampment Clean-up Authorization Protocol*

**Step #1 – RAP UHRC REPRESENTATIVE (REP) AUTHORIZATION:** The RAP UHRC REP will review and approve the service request and provide situational awareness of the service request approved for clean-up on RAP properties.

**Step #2 – LAHSA OUTREACH:** Prior to any clean-up, RAP will notify Los Angeles Homeless Services Authority (LAHSA) or Other Homeless Service Provider (OHSP) and request LAHSA or the OHSP to outreach to the homeless individuals in the area and to inform the homeless residents of the upcoming clean-up efforts and the requirement to relocate both themselves and their possessions from the clean-up areas prior to the clean-up date/time. LAHSA or the OHSP shall be requested to visit the location to offer available assistance and social services to the homeless in the designated area. RAP staff shall follow up with LAHSA or the OHSP to determine whether the requested outreach attempts have been made.

**Step #3 – SUPERINTENDENT OF RAP OPERATIONS - GRIFFITH REGION AUTHORIZATION:** Next, the service request shall be reviewed and approved by the RAP – Superintendent of Griffith Region, or his/her designee. The authorization is valid for up to 90 days after approval or until completion of the clean-up at the location, whichever comes first.

**Step #4 – HOMELESS ENCAMPMENT CLEAN-UP SCHEDULING:** RAP Park Rangers in coordination with the RAP UHRC Representative shall program and schedule encampment clean-ups.

**Step #5 – POST-AUTHORIZATION:** See Procedure #3

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## **PROCEDURE #5 – Health & Safety Hazards**

The purpose of this procedure outlines how RAP Park Rangers determine the health hazard potential of the personal property, item(s) or substance(s) found in the Park or Beach Park. The RAP Park Ranger will ultimately determine if the property, item or substance poses any potential health risk(s) and requires removal and disposal.

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**LEAD DEPARTMENT:** RAP

**SECONDARY SUPPORT:** UHRC

### **ENFORCEMENT AUTHORITY**

LAMC 63.44.B.26.(f)(5) and 63.44.I.13.(f)(5) immediate threat to health or safety of the public

Materials are considered to be health hazards when there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed persons. Health and safety hazards shall be removed immediately. Notice posting (informing the public of the violation) is not required. If a person refuses to relinquish substances or materials deemed health or safety hazards, law enforcement will proceed with their established protocol. Health or safety hazards shall be documented and removed by RAP and transported to an authorized disposal facility immediately.

#### *Health Hazard Assessment Protocol*

*Step #1* – The RAP Park Ranger shall walk Park or Beach Park to visually identify items which may pose a health hazard.

*Step #2* – RAP Park Rangers shall visually identify flammable, toxic, reactive, and corrosive substances.

*Step #3* - Utilizing the Field Checklist in Appendix 4, the RAP Park Ranger will determine the health hazard potential of the item or substance as well as whether the item or substance poses any potential health risk. The RAP Park Ranger can use the back of the form “List of Hazardous Materials/Waste and Potentially Hazardous Materials” as reference for health hazard assessments. If any item or substance meets any of the

descriptions on the list, then the item or substance may be deemed hazardous (see Appendix 4). If RAP Park Rangers comes across an unknown hazardous material, they will call LASAN for assistance at (800) 974 – 9794 and ask to speak to the Senior Duty Officer.

*Step #4* - If the item is a health hazard or a potential health hazard and is made of fabric, wood, or other permeable substances, the item shall be removed by RAP (or designated contractor) for disposal. RAP (or designated contractor) shall also remove all biohazard items (e.g., contaminated with blood, human waste, etc.). RAP shall place the item on a vehicle and transport to an authorized disposal facility.

*Step #5* - If the item is a health hazard or potential health hazard and is made of metal, glass, or any other non-permeable substance, the object may be disinfected.

*Step #6* - If the item is a sharp, the RAP Park Ranger will use the appropriate equipment and tools to remove the sharps and place them in a sharps container for disposal.

*Step #7* – RAP Park Ranger shall document on the Health Hazard Determination form each of the hazardous item(s) or substance(s), check off the applicable box(es) on the sheet, and fill in the date, time, and location information. The Park Ranger shall sign the form and photograph the item(s) to be destroyed.

*Step #8* – In instances when the hazardous materials are **Attended**, to the extent appropriate as determined by the Park Ranger, RAP will work with the individual to remove the hazardous materials. If the individual fails to comply with RAP directives, or willfully resists, delays, or obstructs a Designated RAP Employee from removing the hazardous materials, the Designated RAP Employee shall request support from RAP Park Rangers and will proceed within their established Departmental protocols and RAP will proceed with the cleanup and removal of the items.

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## **PROCEDURE #6 – Tents and Attachments**

Pursuant to LAMC 63.44.B.26.(d) and LAMC 63.44.I.13.(d), **except for areas expressly designated for camping**, no person shall erect, configure or construct Tent in any Park or Beach Park. Pursuant to LAMC 63.44.B.26.(e) and 63.44.I.13.(e), No Person shall erect any barrier against or lay string or join any wires, ropes, chains or otherwise attach any Personal Property to any of the City's real or personal property or trees or plants in a Beach Park, including, but not limited to, a building or portion or protrusion thereof, playground equipment, sports equipment, exercise equipment, fencing, netting, trash can, gazebo, pagoda, pole, post, bike rack, drinking fountain, sign, table, bench, tree, bush, shrub or plant, without the City's prior written consent.

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**LEAD DEPARTMENT:** RAP

**SECONDARY SUPPORT:** URHC

### **Tent Protocol**

Step #1 - A Designated City Employee may deconstruct any **Attended** Tent if the Designated City Employee complies with the following;

- 1) If the Tent is occupied, the Designated City Employee shall direct any occupant to vacate the Tent;
- 2) If any and all occupants vacate the Tent, the Designated City Employee shall advise the owner that he or she will have up to 15 minutes to deconstruct the Tent;
- 3) If any occupant of the Tent refuses to vacate the Tent, the Designated City Employee should contact RAP Park Rangers for assistance and RAP Park Ranger shall proceed within their established Departmental protocols;

*Step #2* - If an individual fails to comply with the directive, or willfully resists, delays or obstructs a Designated City Employee from taking down or deconstructing a Tent, the Designated City Employee shall request support from law enforcement and law enforcement will proceed within their established Departmental protocols.

*Step #3* - If an individual is physically impaired and the impairment limits compliance with a Designated City Employee's directives regarding LAMC Section 63.44, the Designated City Employee shall offer to assist the individual with compliance or may contact URHC to assist.



If an individual is mentally impaired and the impairment makes incomprehensible compliance with instructions from a Designated City Employee regarding LAMC Section 63.44, the Designated City Employee shall contact UHRC for assistance, and shall continue with the clean-up.

*Step #5* – If at any time, a City Employee believes that an individual poses a danger to himself, herself or another, including a danger to the City Employee, the City Employee shall request law enforcement assistance.

*Step #6* - **Without notice**, a City Employee may deconstruct any erected **Unattended Tent**. Once deconstructed, the Tent shall be removed, bagged, tagged, and stored, unless it is a health hazard. If a health hazard, the City Employee shall remove the Tent in conformance with **Procedure #3**. The personal property in the Tent shall be removed following proper personal property protocols. A post removal notice (See Appendix 3) as required by LAMC Section 63.44; shall be posted for the tent.

*Step #7* – The personal property around the Tent shall not be removed unless they are a health hazard or violate ADA safe passage or access to property. If removed, proper personal property protocols will be followed.

#### *Attachment Protocol*

In accordance with LAMC 63.44.B.26.(e) and LAMC 63.44.I.13.(e), no Person shall erect any barrier against or lay string or join any wires, ropes, chains or otherwise attach any Personal Property to any of the City's real or personal property or trees or plants in a Park, including, but not limited to, a building or portion or protrusion thereof, playground equipment, sports equipment, exercise equipment, fencing, netting, trash can, gazebo, pagoda, pole, post, bike rack, drinking fountain, sign, table, bench, tree, bush, shrub or plant, without the City's prior written consent.

*Step #1* - A Designated City Employee may remove any Attended Attachment to Park or Beach Park property only as set forth below:

- 1) The Designated City Employee shall direct the owner that he or she has up to 15 minutes to remove the Attachment;
- 2) If the owner refuses to or does not remove the Attachment, a Designated City Employee may remove the Attachment; and
- 3) Any Personal Property contained around the Attachment shall not be removed without notice (See Procedure #3) unless they are a health hazard or violate ADA safe passage or access to property. If removed, proper personal property protocols will be followed.

*Step #2* - If an individual fails to comply with a Designated City Employee directive, or willfully resists, delays or obstructs a Designated City Employee from removing the Attachment(s), the Designated City Employee shall request support from law enforcement and law enforcement will proceed within their established Departmental protocols.

*Step #3* - If an individual is physically impaired and the impairment limits compliance with a Designated City Employee's directives regarding LAMC Section 64.33, the Designated City Employee shall offer to assist the individual with compliance or may contact UHRC to assist.

If an individual is mentally impaired and the impairment makes incomprehensible compliance with instructions from a Designated City Employee regarding LAMC Section 63.44, the Designated City Employee shall contact UHRC for assistance.

*Step #4* – If at any time a City Employee believes that an individual poses a danger to himself, herself or another, including a danger to the City Employee, the City Employee shall request law enforcement assistance.

*Step #5* - A Designated City Employee may remove any Unattended Attachment to Park or Beach Park property unless the Attachment was erected pursuant to written permission from the City. Personal Property around the Unattended Attachment shall not be removed without notice (See Procedure #3) unless they are a health hazard or violate ADA safe passage or access to property. If removed, proper personal property protocols will be followed.

## TERMINONOLGY

**BEACH** - Defined in the Los Angeles Municipal Code 63.44 shall mean and include public seashore and shoreline areas boarding the Pacific Ocean that are owned, managed or controlled by the City

**BULKY ITEM** - Defined in Los Angeles Municipal Code 63.44 as; any item that is too large to fit in one of the City's 60 gallon trash containers with the lid closed, including, but not limited to, a mattress, couch, chair or other furniture or appliance. Bulky Item does not include a portable, collapsible picnic chair or table.

**DESIGNATED CITY EMPLOYEE** - Los Angeles City employee

**HOMELESS ENCAMPMENT** - are locations where one or more homeless people live or store personal property in an unsheltered area. (CalEPA, CalRecycle Defined).

**LAFD** - Los Angeles Fire Department

**LAHSA** - Los Angeles Homeless Services Authority

**LAPD** - Los Angeles Police Department

**LASAN** - Los Angeles Sanitation

**LAW ENFORCEMENT OFFICER** – Any appointed governmental employee with Peace Officer arrest authority listed under California Penal Code Section 830.

**OHSP** - Other Homeless Services Provider

**PARK** - Defined in the Los Angeles Municipal Code 63.44 shall include every public park, roadside rest area, playground, zoological garden, ocean, beach or other recreational facility area, together with any parking lot, reservoir, pier, swimming pool, golf course, court, field, bridle path, trail, or other recreational facility, or structure thereon, in the City of Los Angeles which is owned, controlled, operated or managed by the Board of Recreation and Parks Commissioners.

**PERSON** - Defined in Los Angeles Municipal Code 63.44 as; any individual, group, business, business trust, company, corporation, joint venture, joint stock company, partnership, entity, association, club or organization composed of two or more individuals (or manager, lessee, agent servant, officer or employee).

**PERSONAL PROPERTY** – Defined in Los Angeles Municipal Code 63.44 as; any and all tangible property, and includes, but is not limited to, goods, materials,

merchandise, Tents, tarpaulins, bedding, sleeping bags, hammocks, and personal items such as luggage, backpacks, clothing, documents, medication and household items.

**RAP** – Department of Recreation & Parks

**STORE, STORED, or STORING** - Defined in Los Angeles Municipal Code 63.44 means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location. Personal Property is presumed “stored” if remaining on a Park or Beach Park after closure.

**TENT** - Defined in Los Angeles Municipal Code 63.44 as; any tarpaulin, cover, structure or shelter, made of any material which is not open on all sides and which hinders an unobstructed view behind or into the area surrounded by the tarpaulins, cover, structure or shelter.

**UHRC** - Unified Homeless Response Center

## APPENDIX 1 – Major Cleaning Notice



# **NOTICE: MAJOR CLEANING**

**INCLUDES SIDEWALKS, ALLEYS, PARKS,  
BEACH, PARKING LOTS, AND OTHER  
PUBLIC ACCESS AREAS**

**AN AREA CLEANING WILL COMMENCE AT THIS  
LOCATION ON:**

**Thursday, March XX, 2015 at 07:00 a.m.**

**PLEASE REMOVE ALL PERSONAL  
BELONGINGS, INCLUDING BULKY ITEMS  
BY**

**Thursday, March XX, 2015 by 06:00 a.m.**

This effort is designed to clean, improve and maintain a safe environment for the general public. The City may use power wash and street cleaning equipment to clean and disinfect the sidewalks, alleys, parks and other public access areas.

Please remove all personal belongings, including bulky items from sidewalks, alleys, parks, and public access areas. All property remaining will be removed by the City. Property left behind, except for items that pose an immediate threat to public health or safety, trash, and evidence of a crime or contraband, will be collected by the City and kept in a secure location for a period of 90 days during which time it may be retrieved by its rightful owner.

**Items collected by the City may be retrieved at:**

**507 Towne Avenue  
Los Angeles, CA 90013  
Monday - Friday  
(9:30 a.m. – 12:30 p.m. and 1:00 p.m. – 4:00 p.m.)  
213-806-6355**

The City of Los Angeles greatly appreciates your cooperation as we initiate necessary measures to ensure that your communities are safe and healthy.



# NOTICE

## STORAGE OF PERSONAL ITEMS IN THE PARK OR BEACH PARK IS PROHIBITED

Personal Property has been Stored in violation of Section 63.44.(B)(26)(f) and 63.44.(I)(13)(f) will be removed by the City if the Person who stored the Personal Property in the Park does not remove the Personal Property from the Park within 24 hours.

All Personal Property remaining will be removed by the City. Property left behind, except for items that pose an immediate threat to public health or safety, trash, and evidence of a crime or contraband, will be collected by the City and kept in a secure location for a period of 90 days. The rightful owner of the personal property may retrieve them at:

507 Towne Avenue Los Angeles, CA 90013

For Information, Please Call:

213-806-6355

Personal Property not claimed within 90 days of removal may be discarded.

POSTING LOCATION: \_\_\_\_\_

POST DATE: \_\_\_\_\_, TIME: \_\_\_\_\_, PARK RANGER CASE #: \_\_\_\_\_

## APPENDIX 3 – Post-Removal Notice



# POSTED

## PROPERTY CAN BE RECOVERED AT

507 Towne Avenue  
Los Angeles, CA 90013

Monday – Friday

9:30 a.m. – 12:30 p.m. and 1:00 p.m. – 4:00 p.m.

Property left behind at/or near \_\_\_\_\_  
has been removed in violation of Section 63.44.(B)(26)(f), 63.44.(I)(13)(f), and/or 56.11. Absent an immediate threat to public health or safety, removed items will be maintained in a secure location for a period of 90 days for the rightful owner to retrieve.

Description of Item taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Personal Property not claimed within 90 days of removal may be discarded.**

If you left property and believe that it was removed, you may be able to retrieve it at the location listed above. Please be prepared to describe the property, its location and the date you believe it was removed. You will have your photograph taken and be required to sign an affidavit to declare ownership.

**DATE:** \_\_\_\_\_

For Information, Please Call:

**213-806-6355**

## APPENDIX 4 – Health Hazard Sheet

### CITY OF LOS ANGELES WATERSHED PROTECTION DIVISION HEALTH HAZARD CHECKLIST

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Case Number: \_\_\_\_\_

Location Description: \_\_\_\_\_

Item Description: \_\_\_\_\_

Health Hazard Determination : ( check all that apply)

- ☐ Toxin / poison \_\_\_\_\_
- ☐ Flammable \_\_\_\_\_
- ☐ Corrosive \_\_\_\_\_
- ☐ Reactive \_\_\_\_\_
- ☐ Highly-compressed gas or liquid \_\_\_\_\_
- ☐ Motor oil or other petroleum oil \_\_\_\_\_
- ☐ Substances listed in Title 22 \_\_\_\_\_
- ☐ Substances, wastes, or materials which may have come in contact with a hazardous substance, Health Hazard or infectious agent. \_\_\_\_\_
- ☐ Biohazard / infectious / sharp / infested material \_\_\_\_\_
- ☐ Contaminated items (see table below)

Contaminated items that were disposed of				
Clothing	Tent	Perishables	Book/toiletries	Others

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WPD Officer Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

1/4/2016 - Revision 3.0 - draft



## **HEALTH AND SAFETY CLEAN-UP OPERATION**

### **LIST OF HAZARDOUS MATERIALS/WASTE AND POTENTIALLY HAZARDOUS MATERIALS**

1. Biohazards / infectious such as human sanitary waste including excrement and urine, human blood, other human body fluids, human parts, materials contaminated with human fluids, syringes, syringe needles, razor blades, other medical or laboratory "sharps", drug paraphernalia, materials potentially-infested with lice, fleas, bedbugs, bacteria, or viruses, materials potentially in contact with vectors such as rodents and birds, and materials or substances which may potentially harbor infectious agents.
2. Toxins / poisons such as pesticides, mercury-containing bulbs, asbestos materials, e-waste, etc.
3. Flammables such as gasoline, propane, butane, lighter fluid, oil-based paints, mineral spirits, paint thinner, acetone, petroleum-based solvents, oxygen tanks, and other materials with flashpoints under 141 degrees F
4. Corrosives such as batteries, muriatic acid (swimming pool acid), ~~acids~~ equal to less than pH 2.0, caustic degreasers/cleaners, bases equal to or greater than 12.5.
5. ~~Reactives~~ such as chlorine, oxidizers, peroxides, hydrogen peroxide, explosives, radioactive, ammunition, etc.
6. Highly-compressed gases or liquids
7. Motor oil
8. Any substances listed in Title 22 of the California Health and Safety Code

## APPENDIX 5 – Non-Infectious Certificate



### Non-Infectious Certification

To: Clean Harbors Environmental Services, Inc.

I hereby certify that the waste material being shipped to Clean Harbors under Profile # \_\_\_\_\_ has been rendered non-infectious and is neither infectious nor does it contain any organisms known to be a threat to human health. *(this also includes materials which contain or have come into contact with tissue or body fluids derived from human or animal source)*

This certification is based upon my knowledge of the material and:

\_\_\_\_ The waste was never exposed to potentially infectious materials.

\_\_\_\_ The following method of disinfection was employed:

Chemical Sterilization\* \_\_\_\_\_

Other: \_\_\_\_\_

*Common Disinfectants	Check
Bleach Solutions <sup>1</sup>	
Formaldehyde	
Gluteraldehyde	
Phenol	
Other / Cleaners: (please specify) _____	

**THIS IS TO CERTIFY that the above is an accurate description of the methods used and all contents are specified and known.**

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

Generator Name: \_\_\_\_\_ Address: \_\_\_\_\_

<sup>1</sup> The Department of Labor (DOL) has acknowledged, and in agreement with the recommendations of the U.S. Public Health Service Centers for Disease Control, that a solution of 5.25% sodium hypochlorite diluted 1:10 with water is effective for disinfecting. Therefore, this is an acceptable method of disinfecting/sterilizing possibly contaminated waste